



St John and St Francis Church School

Arson Policy

This policy outlines our rationale arson, or wilful fire raising. The document outlines the arson prevention procedures in place throughout the school. The implementation of this policy is the responsibility of all staff, and will be monitored by the finance and premises committee.

Purpose: To eliminate the threat of arson in the school

Date of issue: November 2017

Date for review: September 2018

Approved by Local Governing Body: on 15.11.17

Signed: *James L Rouffel*

Chair of Governors

Date: 20.11.2017

Policy Statement: Arson, or wilful fire raising, is becoming an increasing threat in some areas. Outbuildings, boiler room, store cupboards, store rooms and cloakrooms may be vulnerable due to the amount of public access.

Although the threat of arson cannot be completely eliminated the school acknowledges this threat and will take all reasonable precautions to minimise it for the safety of staff, children and other third parties, i.e. lettings etc.

The risk of an arson attack can be greatly reduced by staff remaining alert to changes in their work environment. It is the responsibility of all members of staff to identify potential problems and either take action to resolve the problem, or bring it to the attention of the Headteacher, Site manager or School Business Manager for their action.

Good Housekeeping: Arsonists will be frustrated in their efforts to start a fire without a ready source of fuel to burn, hence effective arson prevention requires appropriate housekeeping. The following rules shall therefore be observed at all times:-

- The school is a non-smoking site and signs are in place to promote this
- Waste (of any description) shall not be allowed to accumulate in any areas; the school cleaner should remove waste at least once in a 24 hour period to the external waste collection point.
- External rubbish collection points shall not be located on external walls of buildings where they could pose a threat to the building or its occupants.

- All equipment not in use shall be stored away from public access areas whenever possible.
- Flammable liquids shall be kept in a locked cupboard when not in use.

Restriction of Entry: Members of staff must be alert to identifying strangers in their work environments. If someone is seen who is not known to staff and is not wearing a visitor's badge, they must be challenged or reported to the school office immediately. It is therefore appropriate that staff fully understand the policies relating to security and identification.

Other measures in force are:-

- A restricted access system as far as is possible.
- Signing in system for all visitors to the school via the school office.
- Fire hazard room doors locked.
- Check to ensure everyone who has entered school premises has left on the conclusion of his or their business.
- Challenge anyone acting suspiciously.

Fire Hazards – Staff Access

Only members of staff and authorised contractors are allowed entry into the fire hazard rooms, they shall be kept locked at all other times, fire hazard rooms include:-

- Cleaners stores/cupboards
- Boiler Rooms
- Store rooms
- Children will not be allowed to be in Doves unsupervised due to equipment in room (cooker)

Fire Hazards – General areas

All staff will be vigilant of all areas around the school and ensure that no materials are stored on radiators / heaters and paperwork will not accumulate in areas. The Site Manager is ultimately responsible for reminding staff and keeping these areas clear and safe:

- Classrooms – paperwork stored safely and not on heaters
- Photocopy Room – Kept tidy and paper stored away from heated areas
- Recycling bins – emptied daily
- Outside bins – regularly emptied and chained together so they cannot be wheeled next to the school if set fire to.

Fire Hazard Areas – Specialist Access

Only premises, office staff and authorised contractors are to have access to the following areas:-

- Electrical intake rooms or cupboards
- Boiler rooms
- Any confined spaces – roof-spaces, ducts or voids etc

Closedown Procedure The following closedown procedure shall be observed:-

- Check all rooms and public areas closing all windows and doors
- Switch off all unnecessary electrical appliances
- Complete a physical search of each room in that area, including toilets, kitchens etc.
- Switch off all lights except emergency lighting.
- After completing the above, switch on the security alarm and secure the external door.

Reporting

If you believe there is a risk of arson, report it by speaking to Head teacher, Site Manager or School Business Manager.

All fire checks, practice drills, reports etc are stored on RAMIS and the Site Manager is responsible for maintaining this record. The School Business Manager is responsible for ensuring regular checks are carried out to ensure this is up to date.

Links to Other Policies

This policy must be read in conjunction with the following school policies, procedures and with any BWMAT policies and procedures:-

Health and Safety Policy

Risk Assessments.

This policy will be reviewed annually in conjunction with the health and safety policy.

